



723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.742.8290
Web: stillwater.org

October 21, 2020

NARRATIVE INFORMATION SHEET

1. Applicant Identification

The City of Stillwater, Oklahoma "Stillwater", located at 723 S. Lewis Street/PO Box 1449, Stillwater, OK 74076-1449, will serve as the recipient of the FY21 Brownfield Assessment Grant funds. The City will be accountable to the Environmental Protection Agency for the proper expenditure of funds.

2. Funding Requested

- a. Stillwater is requesting a Community-Assessment Grant.
- b. Stillwater requests a total of \$300,000 in assessment grant funding.

3. Location

The proposed service area is a 6.74-mile area (680 acres), within Payne County, that encompasses the core of Stillwater, Oklahoma. Historically, Stillwater's core was occupied by gas stations, leather goods manufacturers, cleaners, animal keeping and tending and automobile repair shops, which may have contributed to its contamination. Stillwater is currently the most economically vibrant center in the area, and it has become a major research and development destination, as a result of Oklahoma State University's efforts.

4. Contacts

a. Project Director

Zack Henson will serve as Stillwater's Project Director for the proposed project. Mr. Henson will be the project's main point of contact and his contact information is as follows:

Zack Henson
City of Stillwater
723 S. Lewis Street/PO Box 1449
Stillwater, OK 74076-1449
(405) 533-8436 – Zack.Henson@stillwater.org

b. Chief Executive/Highest Ranking Elected Official

Stillwater's Chief Executive is its City Manager, Norman McNickle:

Norman McNickle, City Manager
City of Stillwater
723 S. Lewis Street/PO Box 1449
Stillwater, OK 74076-1449
(405) 742-8209 – Norman.McNickle@stillwater.org

5. Population

Stillwater's population is currently estimated as 50,300 (U.S. Census Bureau, 2019).

6. Other Factors Checklist

None of the Other Factors are applicable to Stillwater's community or its proposed project.



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

KEVIN STITT
Governor

September 22, 2020

Mayor Will Joyce
City of Stillwater
P.O. Box 1449
Stillwater, OK 74076

Subject: State Acknowledgment Letter for the FY21 Brownfields Assessment Grant
Application for the City of Stillwater

Dear Mayor Joyce:

The Oklahoma Department of Environmental Quality (DEQ) acknowledges and supports the City of Stillwater's grant application for an U.S. Environmental Protection Agency FY21 Brownfields Assessment Grant.

The City of Stillwater would like to inventory and conduct a limited number of environmental site assessments in a 6.74 mile area in the heart of Stillwater. This area of Stillwater is a federally qualified Opportunity Zone, located in a Tax Increment Financing (TIF) District, and it is the original town site of Stillwater. The proposed project is the first step in the process toward revitalization efforts in this former industrial area of town which was home to gas stations, automotive repair, and other industries dating back to the early 1900s.

The DEQ encourages the voluntary cleanup and reuse of contaminated properties and has successfully worked with the City of Stillwater in the past. DEQ staff members are available to consult with the City on Brownfields issues and provide technical assistance as needed. For additional information, please contact Heather Mallory at (405) 702-5135. I wish you great success in this endeavor and look forward to working with you in the future.

Sincerely,



Kelly Dixon (Sep 22, 2020 10:51 CDT)

Kelly Dixon, Director
Land Protection Division

KD/hm



1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

1a. Target Area and Brownfields

1.a.i. Background and Description of Target Area

Background. Stillwater is a city of 50,299 located in north central Oklahoma and is home to the main campus of Oklahoma State University (OSU), a comprehensive research institution with a total enrollment of nearly 35,000, and the City's largest employer. The university draws students from around the world, and, thus, Stillwater is a uniquely international community boasting over 35 different languages being spoken in the local school system. Twenty-six percent of the population identify as minorities including Asian (6.9%), African American (4.5%), American Indian (4.5%), Latino (4.9%), and two or more races and other (5.2%). Median Household Income and percent of persons in poverty (2018) are significantly worse than statewide averages, due in part to the student population; students increase competition for housing and low-wage jobs during their limited tenure in the City. Stillwater's cultural and industrial history is a mix of agriculture, military, (training camps during WWII), and manufacturing specializing in automotive, plastics, insulation, roofing, and others. More recently, the target area has been home to a number of businesses that may have contributed to contamination including gas stations, automobile repair, dry cleaners, and more.

Fig. 1: Poverty and Income, 2018

	Stillwater	Oklahoma
Median Household Income	\$31,808	\$51,424
% in Poverty	35.0%	15.2%

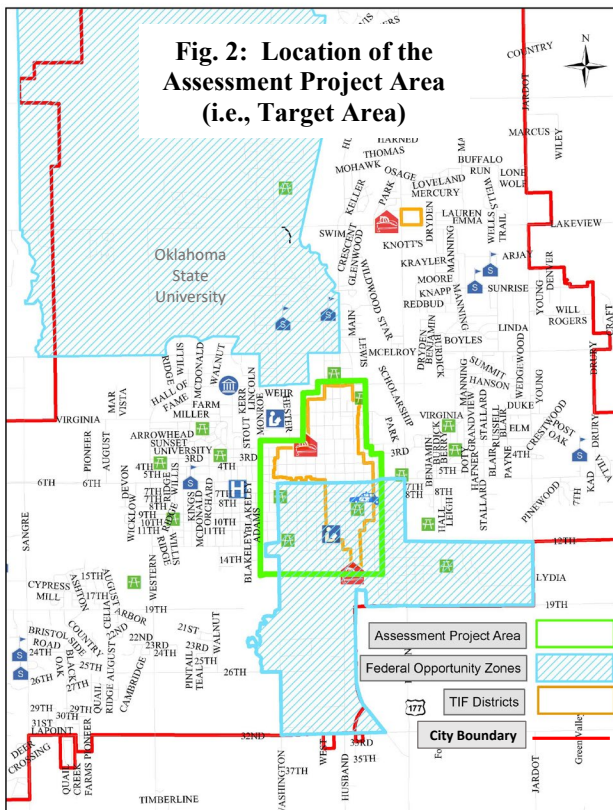
Source: U.S. Census Bureau, Quick Facts

Description of the Target Area. The target area is approximately 680 acres (6.74 square miles) located in the core of the City (see Fig. 2). The target area includes:

1) portions of a **federally designated Opportunity Zone (OZ, Census Tract 40119010700)** that covers approximately half of the target area. This OZ has an MHI of \$16,845, 42% of residents are below the poverty level, and has a high concentration of African American residents.

2) all of **tax incentive financing (TIF) district #3**, also known as the Stillwater (Re)Investment Plan project area, a redevelopment corridor that extends from south and east of the OSU campus and through the City's downtown area. The State authorized TIF districting in 1998 to allow public financing for structural improvements and redevelopment in areas classified as *unproductive, undeveloped, underdeveloped, or blighted, and suffering from conditions inhibiting development*.

The target area is the location of the original township, established in 1889, and there are structures in the target area that date back to the early 1900s. Today, the target area has a mixture

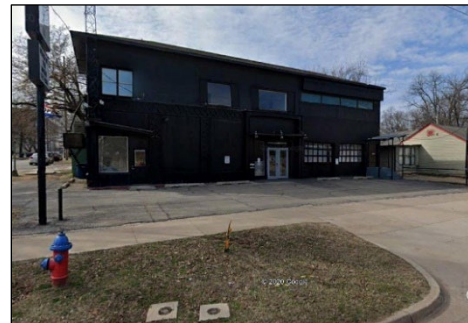


of industrial, commercial, and residential uses. The area includes the downtown commercial district and the areas connecting downtown to the OSU campus which are a mix of commercial and residential (older, mostly rental properties utilized by students). The downtown area consists of over 11 blocks of shopping and dining opportunities, live music venues, one-of-a-kind shops, and year-round celebrations such as the Latin Street Festival, the Last Friday Art Crawl, Stillwater Arts Festival, and many more. It is also home to the Downtown Stillwater Cultural District which includes the Modella Art Gallery, the OSU Museum of Art, Prairie Arts Center, Stillwater Community Center, Stillwater History Museum at the Sheerar, and the Stillwater Public Library. The southern part of the target area includes a historically African-American neighborhood (Southern Woods). The City estimates that there may be as many as 20 brownfield properties in the target area.

1.a.ii. Description of the Priority Brownfield Site(s)

The proposed project will inventory all brownfield sites in the 680-acre target area, and these are expected to include vacant lots, abandoned industrial and commercial buildings, underused or underdeveloped properties, and more. Over the years, the City has unexpectedly discovered contamination issues throughout the City including underground storage tanks, asbestos and lead contamination in buildings, and petroleum contamination in soils. The City anticipates that these and other contaminants will be discovered during the course of the proposed project. Five priority sites have been identified; each having significant economic development potential or cultural significance:

1. 102 N Main. This location is a former gas station that has also served as a restaurant, and currently serves as a fitness studio. At least one underground storage tank is known to be on site, and other potential issues include: age of the building (asbestos, lead paint) and past use (petroleum product contamination). The property is in a prime location at the northern end of the downtown core area, yet it has struggled to maintain a positive economic use. The existing fitness studio provides little sales tax to the City, and the location would better serve the community as a retail, restaurant, or office site.



2. Washington School – 619 W 12th Avenue. This location is a former African American school in the Southern Woods neighborhood that was constructed in 1936 and has sat empty for the past 20 years. Potential environmental issues include: Age of the building (asbestos, lead paint), condition of the structure (animal infestations, mold), and frequent flooding. The school still holds a place in the hearts of many in Stillwater's African American community, and many former students are still active members of the community who wish to establish a memorial, museum, or some other form of recognition of the history of this location as a part of any redevelopment. In recent years, there has been community-wide interest in establishing recreation opportunities for underserved youth in the area and any facility at Washington School could play a prominent role in that overall effort.



3. 424 W 6th Avenue. This location is a former gas station that has been a vacant lot for more than 20 years. Potential environmental issues include petroleum product contamination. This site is zoned 'general commercial,' is on a major state highway that runs through the City, and has close proximity to OSU, student housing, and a redeveloped commercial corridor. The site would be outstanding for small retail and/or restaurant establishments that serve the OSU student population and the estimated one million people who visit Stillwater annually.



4. McCollum Building – 907 S. Main Street. This location is a brick building constructed in 1901 that has been empty for the past 30 years. It stands out as the only three-story building in downtown and is architecturally significant. The building sits on an entire block that is underdeveloped. Potential environmental issues include: age of the building (asbestos, lead paint) and condition of the structure (animal infestations, mold). Redevelopment of this building as apartments, offices, hotel, bed and breakfast, or restaurant would likely be the catalyst to bring interest and redevelopment to the entire block.



5. 6th Avenue (State Highway 51). This corridor is the primary entrance to the City bringing visitors from I-35 (just 15 miles to the west) to visit the campus, Stillwater Regional Airport, or many other entertainment destinations in the target area. SH 51 will be expanded to five lanes within the next 10 years. The City will be responsible for acquiring right-of-way, utility relocation, and environmental assessment and remediation. It is critical that the environmental issues are identified (and remediated) ahead of right-of-way acquisition.

1.b. Revitalization of the Target Area

i.b.i. Reuse Strategy and Alignment with Revitalization Plans

The reuse strategy for the target area and priority brownfield sites is documented in the *Stillwater (Re)Investment Plan* (2018), i.e., the Plan, which codifies the TIF district that encompasses nearly the entire target area. The reuse strategy focuses on mixed-use development, expansion of existing businesses, creation of new businesses, preservation of cultural assets, and development of new retail, restaurant, residential, and office projects. The objectives of the Plan include: 1) to nourish the downtown-campus link area as a special and unique place to live, work, shop, and play within Stillwater; 2) support the creation of attractive, high-quality, and viable mixed-use developments to serve residents and the estimated 1 million annual visitors; 3) encourage existing property and business owners in the area to invest and reinvest in the target area; 4) support high-quality employment opportunities; and 5) to support the highest and best uses of the properties in the area. The proposed Community-Wide Brownfield Assessment project is a foundational effort needed to identify contaminated properties in preparation for public/private investment.

1.b.ii. Outcomes and Benefits of Reuse Strategy

The proposed project leverages multiple concurrent efforts to accelerate investment, development, and revitalization. The entire target area is designated as a federal Opportunity Zone, which incentivizes investment by providing tax deferments and adjustments. Overlaid on the Opportunity Zones is the TIF district (codified in the 2018 *Stillwater (Re)Investment Plan*, i.e., the Plan) where new ad valorem revenue increases will be deferred and reinvested in the TIF

district for 25 years from the adopted date or until \$32.5 million is reached (whichever comes first). These funds will support assistance in development financing; public infrastructure, facilities, and improvements; public school facilities improvement; new business development; and implementation and administration of the Plan. The Plan estimates that total private investment in the TIF district, if fully realized, is estimated to exceed \$100M.

1.c. Strategy for Leveraging Resources

1.c.i. Resources Needed for Site Reuse

The vast majority of properties in the target area are privately owned. The City will coordinate with property owners to address contamination issues identified by the proposed project and provide guidance on potential funding via federal, state, and local funding sources. Once remediation is addressed, the attractiveness (and viability) of the properties for redevelopment will be significantly enhanced, and the majority of funding for redevelopment at that point has the potential to come from the private sector, also incentivized by the Opportunity Zone and TIF programs.

1.c.ii. Use of Existing Infrastructure

The entire target area has been fully developed for decades. Infrastructure is in place and functional throughout the target area and at the priority sites including paved streets, electric, water, gas, sewer, storm drains, and internet connectivity.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

2.a. Community Need

2.a.i. The Community's Need for Funding

The revitalization of the City's downtown core is a priority, as it is key to serving residents and the estimated one million visitors who come to Stillwater annually for events and activities at OSU. The primary issue in the target area is the numerous properties that are under-utilized or not being used for their highest and best purposes. While the City estimates that there are 20 or more brownfields in the target area, the exact number is unknown. Further, the contamination issues at these properties are also unknown. The lack of knowledge and data are barriers to attracting and incentivizing private investment. The City has taken numerous steps, to date, to prepare for revitalization, including nominating the area as a federal opportunity zone and establishing the TIF district. As a small city, Stillwater is unable to fund the proposed Assessment Project as proposed; without funding from the EPA's Brownfields Assessment Program, the City will have to conduct the process incrementally, which could take a decade or more, and significantly delay the revitalization momentum that is underway.

As noted in the previous section, the area struggles with low wages with residents competing with students for low-wage jobs and affordable housing. The City is comprised of a majority of renters (63.7% rental occupancy), and homes are of a lower median value than other homes in and surrounding Stillwater. Consequently, professionals in mid-level management positions, medical positions, educators, and service providers choose to reside in nearby cities. To this end, the lack of affordable, quality housing hinders progressive economic development and growth for its community members. Funding for the proposed project will support Stillwater's strategies for reuse and reinvestments, as described in the Plan, by providing the homes and communities where families can both live and work.

2.a.ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations

Stillwater is a small community and has not had the benefit of a city-level community health assessment that would identify potential health threats city-wide or for sensitive populations. If contaminants are discovered, the potential threats could be lung diseases (asbestos); developmental disabilities, kidney and brain damage (lead), and soil and groundwater pollution and exposure that can lead to cancer and developmental issues (underground fuel storage tanks). According to the most recent county-level community health assessment (2016, Payne County Department of Public Health), 100% of the county population lives in a Health Professional Shortage Area (HPSA), adding another level of risk to the potential threats that might exist.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

As noted above, a city-level community health needs assessment is not available. However, the county-level community health needs assessment describes adverse health conditions county-wide that may be exacerbated by unfavorable environmental conditions in the City. For instance, 41.88% of Payne County's adults, aged 18 and older, have reported ever smoking 100 or more cigarettes, which is linked to leading causes of death, such as cancer and cardiovascular disease. 17.7% of the County's adults self-reported that they have (ever) received an asthma diagnosis from a health professional, an indicator is relevant because asthma is a prevalent problem in the U.S. that is often worsened by poor environmental conditions.

3) Disproportionately Impacted Populations

Southern Woods, a predominately African American neighborhood, was prone to frequent flooding in the past. It became a target for urban renewal in the 1970s, which resulted in the demise and demolition of many homes in the neighborhood. While the renewal project effectively addressed flooding concerns, it displaced a large number of original residents, including former students of the abandoned and dilapidated Washington School (Priority Site #2). Upon identifying and rectifying potential environmental hazards, the City intends to renovate the area, with specific consideration of the population that was disproportionately impacted by its previous state. The residents will regain use of the revitalized Washington School, which is located directly in the Southern Woods neighborhood, and the current and former residents will be called upon to provide input on the best use of the revitalized spaces.

2. b. Community Engagement

2.b.i. Project Involvement and 2.b.ii. Project Roles

Fig. 3: Proposed Project Partners and Roles (contacts to be identified upon grant award)

Name of Organization/Entity/Group	Specific Involvement in the Project or Assistance Provided
Oklahoma State University (OSU) significant contributor to Stillwater's designation as a major research and development destination; driver of most tourism in the City	Provide access to key essential resources (e.g., research on the historic use of properties), assistance with applications for future grant mitigation efforts for private property owners
Stillwater Chamber of Commerce advocates for economic stability in the City promotes the recruitment, retention, and expansion of businesses	Investigate the potential for, and contact potential clean industries, retailers, restaurants, and service establishments for relocation/location to the identified properties
Southern Woods Neighborhood located within the proposed project area, a disproportionately impacted population of underserved individuals	Assist with developing meaningful, engaging activities for the African American population within the community; assist in engaging Southern Woods residents and business owners
Downtown Stillwater advocates for downtown businesses; promotes revitalization efforts,	Represent and advocate for all businesses and property owners in the target area; instrumental in reuse planning

Name of Organization/Entity/Group	Specific Involvement in the Project or Assistance Provided
including cultivating partnerships, community involvement, and resources for the district	
Payne County Department of Health (Stillwater location)	Will be invited to attend each of the City's public outreach meetings to respond to inquiries from the community. May assist with the City's health monitoring activities, if needed
Oklahoma Department of Environmental Quality (DEQ)	Provide technical assistance to the City and their consultant, as needed. Will be invited to attend each of the City's public outreach meetings to respond to inquiries from the community.

2.b.iii. Incorporating Community Input

The City will hold four public input meetings, throughout the grant performance period to inform and involve community members in the planning and implementation of the project. The meetings will be held during regular business hours, as well as at times that are convenient for working families to attend, including on nights and weekends. The meetings will last for 1-2 hours and will include progress presentations delivered by the City and Consultant, using slides with maps and data, and Q&A sessions with experts from the City's partner agencies. Post-meeting evaluations will be administered to meeting attendees to gather input and feedback on opportunities for improvements. The City acknowledges the current limitations imposed by COVID-19 and will rely on guidance from the Oklahoma State Department of Health and the Payne County Department of Public Health pertaining to safety measures for public gatherings. In addition to in-person communications, the City will utilize social media and online civic engagement platforms to connect with and involve the community and other stakeholders in the planning, implementation, and other Brownfield assessment activities. The City's existing engagement platforms include *Speak Up Stillwater*, an online platform for community members to share thoughts and questions about topics presented to City Council; *FlashVote* enables community members to submit brief (one minute) surveys, anonymously, with responses shared with the local governments. All online tools are mobile-friendly and are accessible via the City's website. Stillwater's business owners, residents in the Southern Woods neighborhood, and other stakeholders in the target area will serve as a unified "voice" for a resilient and sustainable Stillwater.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

3.a. Description of Tasks/Activities and Outputs

3.a.i. Project Implementation

The City proposes a three-year project to conduct community outreach, inventory brownfield sites in the 680-acre target area, and conduct Phase I and II environmental site assessments at selected sites. The City will engage a professional environmental consultant to lead the technical tasks following a formal procurement process that will take approximately 45 days, and thus the Consultant will be on-board by the end of Month 2 of the project. Significant time from City staff will support the project, all of which will be provided in-kind (see Section 4 for details) including project management, grant and fiscal management, and technical assistance. The Project Director and Co-Project Director have significant environmental program administration experience and will assist the Consultant with technical tasks (i.e., the inventory and the environmental site assessments). The project tasks are listed below.

Task 1: Community Outreach – The City and its Consultant will facilitate and conduct four town hall-style community meetings to educate community members on brownfield issues including contamination and effects on health and the environment, solicit input on site

prioritization and selection, cleanup alternatives, reuse plans, and ensure the project outcomes are consistent with the community's vision for improvements. If recommended by state and county health officials, the meetings will be virtual or outdoors. All project partners will be invited to attend including the Payne County Public Health Department (to answer questions about impacts on public health) and the State Department of Environmental Quality (to answer questions about impacts on the environment). All participants will be requested to complete post-meeting evaluation forms to list their specific concerns, and to get feedback on meeting logistics to support improvements in later meetings. City staff will play a key role in the community outreach task due to their extensive related experience in marketing and conducting outreach to Stillwater communities; all City staff time is contributed as in-kind.

Schedule: Two meetings in Year 1, one meeting in Year 2, and one meeting in Year 3.

Task Lead: Project Director and Consultant

Outputs: Number of meetings and participants; number, type, and examples of marketing strategies; handouts/presentation materials; and list of participants' concerns.

Task 2: Inventory – The City and its Consultant will conduct an inventory of brownfields in the 680-acre target area. The project will utilize the free web-based Brownfields Inventory Tool (BiT) developed by the Kansas State University's Technical Assistance to Brownfields (KSU TAB) program to document findings for each site investigated and inventoried, include site information, proposed reuses, photographs, maps and GIS information, etc. The BiT is a database and an analytic tool that provides on-demand summary reports which will support ongoing project performance monitoring. Using information from the BiT, marketing booklets will be developed for each brownfield site to promote its potential reuses to potential investors, and provide information about contamination, possible funding mechanisms for cleanup activities, and information about redevelopment incentives that are available through the Opportunity Zone and/or TIF programs. City staff and the State DEQ will be available to provide support and additional technical assistance.

Schedule: Inventory activities will take place in Year 1 and 2

Task Lead: Project Director, Co-Project Director, and Consultant

Outputs: Number of sites assessed, and number included in the final inventory; summary reports and data from BiT; and marketing booklets.

Task 3: Phase I Environmental Site Assessments (ESA) – Four Phase I ESAs will be completed. The sites selected for Phase I ESA will be identified during the inventory activities, but it is likely that they will include sites listed above as priority brownfield sites in the target area. All Phase I ESAs will be performed by the Consultant following EPA guidelines and regulatory requirements. City staff and the State DEQ will be available to provide support.

Schedule: Phase I ESAs will be conducted in Year 2

Task Lead: Consultant

Outputs: Number of Phase I ESAs; Phase I ESA reports and findings; number of recommended Phase II ESAs.

Task 4: Phase II ESAs – Four Phase II ESAs will be completed on sites identified by the Consultant to conduct testing to confirm the presence of hazardous materials, and recommendation remediation steps. Health monitoring will be conducted if determined as needed by the Consultant by the County or State Health Department, and could include (depending on contaminants) monitoring surface water, dermal exposure of residents to contaminants, lead screening for children living in proximity to a site, etc.

Schedule: Phase II ESAs will be conducted in Year 3

Task Lead: Consultant

Outputs: For each site: a quality assurance project plan, sampling analysis plan, and a site-specific health and safety plan; number of Phase II ESAs; Phase II ESA reports and findings; number and type of health monitoring activities and findings.

3.b. Cost Estimates

Fig. 4: Proposed Allocation of Grant Funds

Budget Categories		Project Tasks				TOTAL
		Task 1 Community Outreach	Task 2 Inventory	Task 3 Phase I ESAs	Task 4 Phase II ESAs	
Direct Costs	Personnel					0
	Fringe Benefits					0
	Travel					0
	Equipment					0
	Supplies	4,500	4,000			8,500
	Contractual	3,000	47,000	59,000	182,500	291,500
	Other					0
Total Direct Costs		7,500	51,000	59,000	182,500	300,000
Indirect Costs						0
Total Budget (Total Direct Costs + Indirect Costs)		7,500	51,000	59,000	182,500	300,000

3.b.i. Development of Cost Estimates

The City conferred with a local consultant to identify costs to conduct a community-wide brownfield assessment. Consultant costs are estimated at \$200 per hour (inclusive of all of the consultant's direct and indirect costs). The costs for supplies are based on the City's considerable experience conducting in-person and virtual outreach and include meeting and marketing materials, notices to the public, and other related items. An estimated 0.5 FTE in City staff time will be leveraged by the project.

Task 1: Community Outreach

Consultant: 4 town hall meetings x 3.75 Consultant hours/meeting x \$200/Consultant hour = \$3,000. The Consultant will assist City staff (in-kind) in planning and conducting four town hall meetings, and documenting outreach methods and findings in a technical memorandum.

Supplies: 4 town hall meetings x \$1,125/meeting for supplies = \$4,500. Supplies needed for town hall meetings will vary depending on whether the meeting is in-person or virtual, but may include costs for color printing for marketing and presentation materials, easels and posters for presentation purposes, social media ad space for marketing, use to the Zoom platform, etc.

Task 2: Inventory

Consultant: 235 Consultant hours (lump sum estimate) x \$200/Consultant hour = \$47,000. The Consultant will lead the Inventory task with assistance from City staff (in-kind). The Consultant and City staff will use the free web-based Brownfields Inventory Tool (BiT) from KSU TAB to document findings for each site investigated and inventoried. The Consultant will be responsible for delivering a complete and final BiT database and BiT-generated summary reports.

Supplies: Marketing booklets will be developed for each brownfield site to promote its potential reuses to potential investors. The City will complete 10 booklets for each of the four priority sites and will make an electronic version available on its website (growstillwater.org). The development of the booklets will incur costs associated with the designing, editing and printing of the booklets.

Task 3: Phase I Environmental Site Assessments

Consultant: 4 Phase I ESAs x \$14,750/ESA = \$59,000. The Consultant will be responsible for conducting the assessments and producing and delivering the Phase I ESA reports that meet EPA and regulatory standards.

Task 4: Phase II Environmental Site Assessments

Consultant: 4 Phase II ESAs x \$45,625/ESA = \$182,500. The Consultant will be responsible for conducting the assessments, as well as producing and delivering the Phase II ESA reports. This line item also includes costs for health monitoring activities, if needed.

3.b.iii. Funds Allocated toward Environmental Site Assessments

Together, the Phase I and II ESAs account for 80.5% of requested grant funds.

3.c. Measuring Environmental Results

The City is committed to robust performance monitoring throughout the course of the project and will carefully monitor outputs to ensure that the project will meet the requirements in the grant agreement. The Consultant will be responsible for tracking and reporting outputs and outcomes to the City on a quarterly basis. The City will include the Consultant's output and outcome report in its own quarterly performance monitoring reports to the U.S. EPA, including: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the grant agreement; and 2) reasons why anticipated outputs/outcomes were not met and steps taken to identify and implement mid-course project corrections. The output and outcome metrics that will be tracked include:

Output Metrics:

- Task 1: Community Outreach. Number of town hall meetings; number of participants; number, type, and examples of marketing strategies; handouts and presentation materials; list of concerns noted by participants;
- Task 2: Inventory. Number of sites assessed and number included in the final inventory; final BiT database that includes information for each site such as name, address, zoning, ownership, contamination, cleanup status, redevelopment and reuse information, maps and GIS information, photographs, and funding amounts and sources; BiT-generated summary reports; marketing booklets;
- Task 3: Phase I ESAs. Number of Phase I ESAs and findings; and
- Task 4: Phase II ESAs. Number of Phase II ESAs and findings; number and type of health monitoring activities.

Outcome Metrics:

- Number of properties/parcels made ready for cleanup and made ready for reuse;
- New private investment (\$) attracted to the target area;
- Investment by private business owners in cleanup activities;
- Number of new jobs proposed via new investment in the target area;
- Results of health monitoring activities conducted in conjunction with Phase II ESAs; and
- Potential to minimize exposure to hazardous substances and petroleum contamination as determined by discovered contaminants and assumed future cleanup.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**4.a. Programmatic Capability****4.a.i. Organizational Structure and 4.a.ii. Description of Key Staff**

The work of the City's professional Environmental Consultant will be critical to the successful facilitation of the proposed project. The Consultant will lead and facilitate all project activities and will be assisted by the City staff. The Consultant will be required to possess the regulatory knowledge, technical skills, and project management expertise required to identify and minimize environmental risks. Extensive experience completing Environmental Assessment Reports is required. The City will be responsible for supervising the Consultant and conducting ongoing performance monitoring activities. The City has received \$11,416,455 in grant funding

over the last five years and therefore possesses the technical and fiscal experience required to successfully manage the proposed project. The following City staff will devote time, in-kind, as the key personnel responsible for implementing the grant:

Zack Henson, Stillwater's Stormwater Programs Manager, will serve as the Project Director for this project. Zack has over 15 years of experience in local stormwater programs administration, management, and environmental compliance.

Chris Franks, Stillwater's Environmental Programs Manager, will serve as the Co-Project Director. Chris has over 15 years of experience with environmental program administration.

Christy Cluck, Stillwater's Finance Director, has over 18 years of local government experience in municipal finances, including grant financial administration. Christy will provide fiscal management and other budgetary support.

Cindy Gibson, Stillwater's Administrative Services Manager, has over 20 years of local government experience in record keeping, software management and training. Cindy will provide overall administrative support.

John McClenny, Stillwater's Special Projects Director, will be responsible for grant management and project reporting. John has over 30 years of local government experience.

Paula J. Dennison, Stillwater's Assistant City Manager, has over 30 years of local government experience and will provide executive-level project oversight and support.

4.a.iii. Acquiring Additional Resources

With an average annual budget of \$110M, the City is well-positioned to contract for additional resources services, as needed. Bid and RFP announcements are posted on the City's website, and are published in the Stillwater News Press, the local newspaper of record. Additional notices may be printed in trade publications, as appropriate. The procurement process takes an average of 45 days.

4.b. Past Performance and Accomplishments

4.b.ii. The City has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

1. **Community Development Block Grant (CDBG)**, Oklahoma Department of Commerce/Community Development: \$106,282 (2018)
 - Purpose: Replace, expand, and improve the existing foot print of Strickland Park Playground, located in the center of Stillwater, to a full accessor/sensory ADA play area.
 - Accomplishments: The project was developed, and accomplished, according to the plan indicated in the funding proposal.
2. **Hazard Mitigation Grant**, Federal Emergency Management Agency: \$150,000 (2019)
 - Purpose: Update the City's Local Hazard Mitigation Plan.
 - Accomplishments: The web-hosted plan is complete, has been approved by City Council, and is currently under review by FEMA, with approval pending.
3. **Lake McMurtry Nature Trail Grant**, U.S. Department of Transportation: \$240,000 (2020)
 - Purpose: Develop an ADA-accessible, shared-use trail, and include educational and interpretive signage.
 - Accomplishments: Project is underway; is on-schedule and within budget.

(2) Compliance with Grant Requirements

As the grant recipient, the City maintained compliance with all expectations of the funding agreements described above. All required programmatic performance and financial reporting was completed in a timely manner, and all projects were completed on-time and within budgeted parameters.

ATTACHMENT 1: THRESHOLD CRITERIA RESPONSES**Statement of Applicant Eligibility**

The City of Stillwater, Oklahoma is an eligible applicant for the EPA Brownfield Assessment Grant, as a unit of “local government” defined, as stated, under 2 CFR § 200.64.

Description of Community Involvement

The involvement of the City’s partner stakeholders in this project will be both strategic and collaborative. Specific partners have been identified to assist in engaging the community due to their influence and impact within the community, as well as their collective expertise and knowledge of specific properties and areas in Stillwater. These partners include OSU, which has contributed to Stillwater’s designation as a major research and development destination; Stillwater Chamber of Commerce, which strives to further the economic stability of Stillwater as a source for the recruitment, retention and expansion of businesses in the city; and Southern Woods Neighborhood, which has received minimal support in past decades, and offers the potential to provide underserved individuals, of all ages with services, recreation, and a sense of pride in their community. The City will also partner with the local health department, Payne County Department of Public Health, for health monitoring activities, and the Oklahoma Department of Environmental Quality (DEQ), which aims to eliminate the effects of unintended consequences of historic development, to prevent new adverse environmental impacts and to provide significant input into national decision making, all the while enhancing both the environment and the economy of Oklahoma. Each partner will be invited to participate in the planned community engagement meetings to assist in responding to inquiries from the community. They will also serve as advocates for the reinvestment and rehabilitation of properties, and for the economic progression and environmental sustainability of the Stillwater community.

The City will hold four public input meetings, throughout the grant performance period, to inform and involve community members in the planning and implementation of the project. The City acknowledges the current limitations imposed by COVID-19 and will rely on guidance from the Oklahoma State Department of Health, and the Payne County Department of Public Health pertaining to safety measures for public gatherings. In addition to its in-person communications, the City will utilize social media and online civic engagement platforms to connect with and involve the community and other stakeholders in the planning, implementation, and other Brownfield assessment activities.

Active Assessment Grant

The City of Stillwater, Oklahoma affirms that it does not have an active EPA Brownfield Assessment Grant.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

10/23/2020

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Stillwater

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

0712305690000

d. Address:

* Street1:

P.O. Box 1449

Street2:

723 S. Lewis Street

* City:

Stillwater

County/Parish:

Payne

* State:

OK: Oklahoma

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

74076-1449

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Paula

Middle Name:

* Last Name:

Dennison

Suffix:

Title:

Assistant City Manager

Organizational Affiliation:

* Telephone Number:

405-742-8290

Fax Number:

* Email:

Paula.Dennison@stillwater.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-20-06

* Title:

FY21 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

City of Stillwater - Community-Wide Brownfield Assessment Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="300,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	<input type="text" value="Ms."/>	* First Name:	<input type="text" value="Paula"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text" value="Dennison"/>		
Suffix:	<input type="text"/>		

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: